

## QUALITY IMPROVEMENT DATA COORDINATOR (PART TIME)

Kalamazoo, Michigan , United States

### COMPANY DESCRIPTION

UWBCKR advances the common good by creating opportunities for a better life for all. Our focus is on EDUCATION, INCOME and HEALTH, because these are the building blocks for a good quality life. We recruit the people and organizations from all across the community who bring the passion, expertise and resources to get things done. We invite you to be part of the change. You can GIVE, you can ADVOCATE and you can VOLUNTEER. That's what it means to LIVE UNITED.

### JOB DESCRIPTION

**Position Summary:** This is a grant funded position that is responsible for implementing, maintaining, and creating aggregated program quality assessment reports to help build capacity of out-of-school time programs. It will also ensure the quality of those programs by using the Youth Program Quality Intervention programs.

#### Job Duties:

- Assists in the planning and implementation of data management activities.
- Creates and maintains electronic data systems and paper data files.
- Facilitates and coordinates training in the use of Youth Program Quality Assessment (YPQA) tools.
- Enters external and self-assessment YPQA scores in data management system.
- Completes site-level tracking and dissemination of on-going Program Improvement Plan (PIP) data.
- Generates reports on national external assessment data and compares with site-level external/self- assessment data.
- Updates site-level Technical Assistance (TA) 12-month plan and calendar of events.
- Monitors and analyzes site-level hours of coaching and other supported activities.
- Successfully completes required trainings and certifications for performance of job duties.
- Provides reports to United Way stakeholders, as requested.
- Ensures confidentiality of United Way information, including volunteer contact information, donor contributions, compensation, and other financial data.
- Performs other related duties, as assigned.

#### Qualifications:

- Associate's degree or three years of experience in a related field is required.
- Ability to present data effectively to internal and external stakeholders with appropriate messaging based on context.
- Proficiency with computers and computer software MS Office applications.
- Working knowledge of Microsoft Windows including: Word, Excel, Outlook, and PowerPoint programs.
- Should have strong knowledge of databases, data structures and data queries.

<https://www.smartrecruiters.com/UnitedWayOfTheBattleCreekAndKala/73333824-quality-improvement-data-coordinator-part-time->